

CITY OF Brookhaven, Georgia

TITLE: Police Chief

DEPARTMENT: Public Safety

FLSA STATUS: Exempt

JOB SUMMARY:

This position serves as the Chief Law Enforcement Officer for the City of Brookhaven and directs the activities and operations of the Police Department, ensuring the proper and productive enforcement of laws within its jurisdiction. The Police Chief reports to the City Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Works directly with departmental managers and supervisors to ensure that the primary departmental goals of controlling criminal activity and providing public safety are achieved. Evaluates police operations and provides reports to the City Manager on a regular basis.
- Works with other City departments and individual citizens in the community on issues of public safety. Resolves complaints relative to police matters. Ensures the department offers and maintains an effective and positive community oriented policing philosophy for the purposes of maintaining departmental credibility within the community.
- Makes presentations, and provides information to the media on criminal and public safety issues. Prepares news releases and appears on television, radio and other public media to perform community and public relations activities.
- Responsible for establishing the proper organizational structure and staffing the department in order to meet the needs of the community and provide the correct level of public safety.
- Develops departmental policies and procedures and ensures that all officers adhere to the established policies. In cases of policy infractions, administers progressive and appropriate discipline in a consistent manner.
- Develops annual operating budget for the department and develops all capital budgets. Responsible for the procurement of large dollar line items.
- Monitors all investigations and prosecutions. Analyzes performance and effectiveness of police operations and makes necessary adjustments.
- Maintains a strong understanding and knowledge of all relevant state, federal and local laws.
- Oversees the establishment, planning and supervision of police training and staff evaluation programs. Ensures department is properly trained and accredited.
- Prepares and submits periodic reports to the City Manager regarding the activity of the Police Department. Prepares ad hoc reports as requested.
- Coordinates with County, State and Federal police agencies as necessary.
- Initiates internal investigations when appropriate and directs corrective action as needed.

MINIMUM QUALIFICATIONS:

Education and/or Experience:

- Bachelor's degree in criminal justice, police science, law enforcement, or related field from an accredited college or university.
- Ten to fifteen years of progressively responsible experience in subordinate levels in the police ranks, i.e. police officer, sergeant, lieutenant, captain.
- Five years of management level experience as an operations supervisor.

- U.S. Citizenship
- Holds current Georgia police officer certification
- Georgia Class C Driver's License

Required Knowledge and Abilities:

Knowledge of:

- Modern law enforcement principles, procedures, techniques of police administration.
- Principles and processes involved in business and organizational planning, coordination and execution. This includes strategic planning, resource allocation, manpower modeling, and leadership techniques.
- Applicable laws, ordinances, penal codes, court procedures, precedents, government regulations, and departmental rules and regulations.
- Rules and regulations associated with the protection of people, data, and property – including the use of weapons and force.
- Psychology, including an understanding of basic human behavior and performance, differences in ability, personality, learning and motivation.

Ability to:

- Deal tactfully and courteously with employees and the general public.
- Communicate clearly and effectively, verbally and in writing.
- Develop and maintain effective working relationships with officials, employees, state and federal authorities, civic leaders and the public.
- Manage competing priorities on multiple projects.
- Train and supervise subordinate personnel.
- Provide effective leadership and coordinate the activities of a full service public safety organization.
- Analyze, interpret, summarize and present administrative, technical information and data in an effective manner.
- Ability to research and analyze detailed information, records and statistical data.
- Ability to prepare clear, concise and accurate documents.
- Ability to manage stressful situations.
- Represent the City to outside agencies.
- Lead and direct the day to day operations, services and activities of the City of Brookhaven Police Department.
- Develop, implement and administer departmental goals, objectives and procedures.
- Identify and respond to issues, concerns and needs of the community.
- Maintain a level of physical fitness that is consistent with the fitness standards of the department.

Skills In:

- Operation of a police car, police radio, handgun and other weapons as required.
- Operation of a computer, smart phone, or other technology devices used
- Interpersonal relations.
- Conflict Management
- Negotiation
- Interviewing and selection
- Presentation of information to large or small groups
- Verbal and Written communication
- Analysis and mathematics
- Budgeting and expense control
- Program and Personnel Assessment
- Active Listening
- Critical Thinking
- Planning and organizing a 24/7 workgroup

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

- While performing the duties of this job, the employee is frequently required to sit; talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- The employee is required to walk, run, stoop, kneel, crouch or crawl.
- The employee must occasionally lift and/or move up to 75 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- While performing the duties of this job, the employee generally sits in an office. The employee occasionally works in outside weather conditions, in high precarious places and with high explosives. The employee is occasionally exposed to fumes, airborne particles, toxic or caustic chemicals, extreme cold, heat or wet conditions.